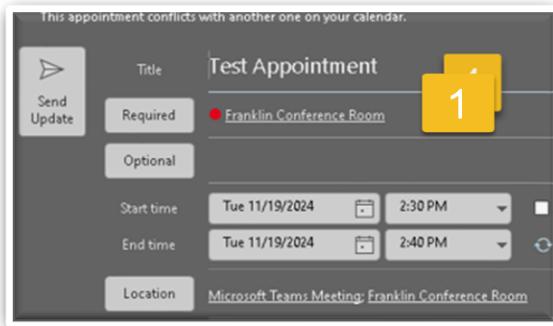


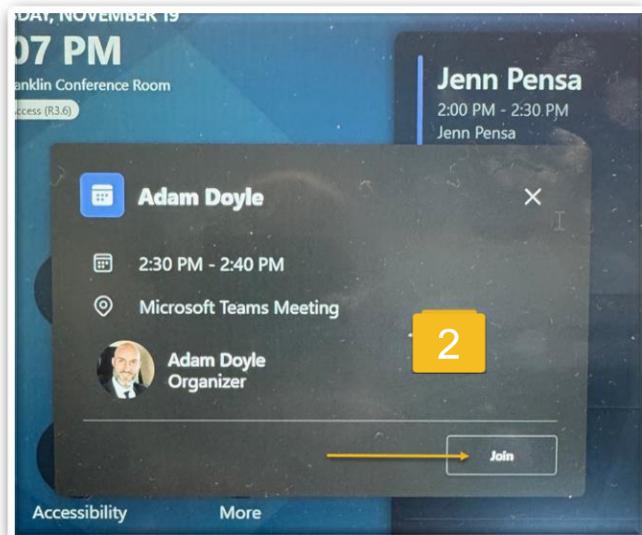
Invite the name of the conference room to your Meeting in Outlook (SEE FIG 1.A for list of conf rooms)



1.A

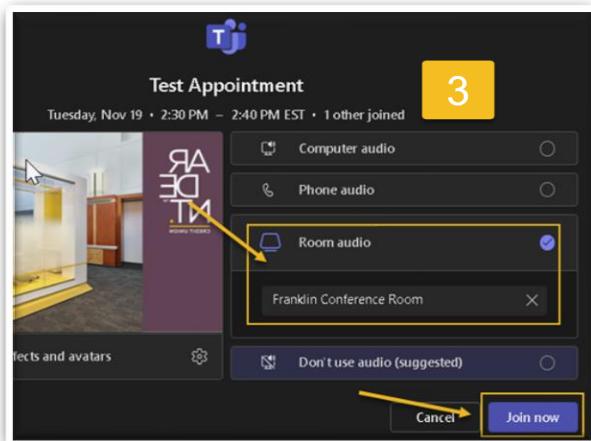
Name	Location
Centre Conference Room	Headquarters
Franklin Conference Room	Headquarters
Logan Conference Room	Headquarters
Neatboard	Headquarters
Rittenhouse Training Room	Headquarters
Washington Conference Room	Headquarters

2



2

Connect to Teams Meeting on your Laptop choose “room audio” – select the room you are in from the list & lastly click “Share” to show content



3

